

Report for week ending 9 December 1953 from MACHINE RECORDS BRANCH

Administrative:

[Redacted]

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The advantage of equipping Machine Records Branch with a paper drill for file punching of stock paper form #116 and #143 is under consideration. Under the 1954 contract the Standard Register Company's charge for pre-punching of these forms is \$0.48 per thousand sheets. The previous contract included the price of file punching in the regular price of paper, involving no added expense. The price of a new drill is approximately \$1100.00 according to [Redacted]

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[Redacted] However, it is his opinion that a lower cost drill would prove satisfactory. [Redacted] will obtain information and brochures from several manufacturers. In view of the large volume of these forms used annually and the cost of punching under the 1954 contract, the purchase of a drill should prove to be an economy measure.

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Card and paper stock and other miscellaneous supplies for the ETO overseas installation will be temporarily furnished by the Machine Records Branch because delivery of stock requisitioned for this installation will be delayed.

Operational:

Vouchered Payroll Section - Payroll Changes and T/A Report forms were delivered to the Payroll Branch Monday, 7 December, instead of the previous Friday. This was in accordance with an agreement with Chief, Fiscal Division. Delay was due to change of tax deductions and reassignment of employee serial numbers.

Procurement and Accounting Section - The initial recurring Monthly Cost Report showing items chargeable to each division for the months of July through November 1953 was completed on 9 December.

The initial report of Average Price Computations based on acquisitions from Jan 1953 through November 1953 is in process. This report is to be used for re-establishing new average prices for all stock records.

Agreement by the Logistics Office to changes and recommendations affecting Financial Accounting procedures, as suggested by this branch, is noted in the memorandum from Chief, General Services Office to Acting Comptroller dated 9 December 1953.

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[Redacted]
Chief, Machine Records Branch

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